

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: Darrell Russell

Date Submitted: 7/29/2021

Is this purchase listed on the capital projects plan in the approved budget? No

What amount is approved in the plan for this project? N/A

In what year is this project shown to begin in the plan? N/A

Description of the project and why the project needs to be completed at this time.

There is a need to connect an unfinished sidewalk from Oak & Roosevelt east along Roosevelt South of the softball field to existing sidewalks in the Max Griffin Park. The contractor, L & K Construction, is in town, and we will save mobilization fees if we do it now. The total cost will be \$30,000. This is also a safety issue.

Can your job be performed without the completion of this project? Please explain below.

No, the Street Dept - Sidewalk Crew & Parks Dept Crews are having trouble maintaining the sidewalks due to the issues with them.

Will not completing this project cause a public safety issue? Please explain below.

Yes, We need to complete the conniction of sidewalks for the safety of our citizens

Do you expect to come in, at, or under budget on this project? Please explain below.

No, it was not a budgeted project. The Street Dept. is requesting an increase of \$30,000 to Account# 400-3010-5101 / A23 FY21 MGP Max Griffin Park for L & K Construction because they are in town, and we can save mobilization fees if we do it now, and by doing so we would be addressing the safety issue.

Is there a grant associated with this project? NO

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Darrell Russell
Department Public Works Signature _____
Budget Category 400-3010-5101 / A23 FY21 MGP Max Griffin Park

Date Submitted 7/29/2021

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date _____

Reason for Increase:

There is a need to connect an unfinished sidewalk from Oak & Roosevelt east along Roosevelt South of the softball
field to existing sidewalks in the Max Griffin Park. The contractor, L & K Construction, is in town, and we will save
mobilization fees if we do it now. The total cost will be \$30,000

Amounts of Funds Needed

Account Number & Name

\$30,000.00

400-3010-5101 / A23 FY21 MGP Max Griffin Park

Approval by City Administrator

Signature _____

Date _____

Approval by Council President

Signature _____

Date _____

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____

Signature _____

Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****